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United States Department of State



A Guide to Doing BUSINESS



September 1998

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Office of Small and Disadvantaged Business Utilization

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United States Department of State

A Guide to Doing BUSINESS

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Introduction

A *Guide to Doing Business With the Department of State* is designed to familiarize small, minority, and women-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and women-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1700 North Lynn Street, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and women-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections:

Section A (1) summarizes the Department's procurement program; (2) describes the Department's acquisition under the Diplomatic Security Act; and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts.

Section B contains (1) a briefing memorandum to small, disadvantaged, and women business owners concerning the Department's Small, Disadvantaged, and Women Business Program, and (2) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU).


Section C lists subcontracting opportunities available through the Department's larger prime contractors.

Section D lists contacts for trade and investment-related issues.

Section E lists other Department of State and other government publications and subscriptions that may be of interest to the reader.

A *Guide to Doing Business With the Department of State* is also available on Internet. The WEB address is <http://www.state.gov> (Go to State Department Administration).

Dept. of State acquisition home page is <http://www.statebuy.inter.net/home.htm>



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International Mission Affairs Statement

The purpose of United States foreign policy is to create a more secure, prosperous, and democratic world for the benefit of the American people. In an increasingly interdependent and rapidly changing world, international events affect every American. Successful U.S. international leadership is essential to security at home, better jobs and a higher standard of living, a healthier environment, and safe travel and conduct of business abroad.

Under the direction of the President and the Secretary of State, the United States conducts relations with foreign governments, international organizations and others to pursue U.S. national interests and promote American values. The goals of U.S. foreign policy are to:

- Secure peace; deter aggression; prevent, and defuse, and manage crises; halt the proliferation of weapons of mass destruction and advance arms control and disarmament;
- Expand exports, open markets, assist American business, foster economic growth and promote sustainable development;
- Protect American citizens abroad and safeguard the borders of the United States;
- Combat international terrorism, crime and narcotics trafficking;
- Support the establishment and consolidation of democracies, and uphold human rights;
- Provide humanitarian assistance to victims of crisis and disaster; and
- Improve the global environment, stabilize world population growth and protect human health.

To advance the interests of the nation and the American people through foreign affairs leadership, the U.S. Government requires a strong international presence; a highly qualified, motivated and diverse Civil and Foreign Service serving at home and abroad; extensive communication with the public, both foreign and domestic; and the political, military and economic means to carry out the nation's foreign policies.

A/SDBU Mission Statement

The mission of the Office of Small and Disadvantaged Business Utilization (OSDBU) is to support the overall mission of the Department of State by promoting the use of small businesses, including those owned by women and by socially and economically disadvantaged individuals. Our mission serves to broaden public support for State Department programs as well as to comply with public law.

In carrying out its mission, the OSDBU strives to maximize State Department procurement opportunities for small businesses representing a diversity of ownership. The office serves as advocate, counselor, trainer and provider of liaison services to the small business community. These services are delivered to our small business customers in varying ways, including participation in outreach activities such as Congressionally and interagency-sponsored conferences, one-to-one counseling and group training seminars.

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Section A

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**

Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.*
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.**
- (e) Facilities maintenance services.

* The State Department has an outdated base of proprietary office automation and data processing systems. It is now planning and implementing a migration toward open systems architecture. The Department has a multiyear plan to accomplish this migration.

** The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

All of the procurement activities described previously are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address follows as number 1 on the list of 16 major procuring activities. Following is a list of the Department's 16 major acquisition activities:

1. Office of Acquisitions (A/LM/AQM)
Department of State
P.O. Box 9115, Rosslyn Station
Arlington, VA. 22219
Customer Service Center Tel. (703) 516-1706

This is the Department's principal procurement office, buying a full range of services and personal property in support of DOS activities worldwide.

- 1a. Office of Foreign Buildings Operations (A/LM/AQM/OA)*
Department of State
SA-6, Room L-600, P.O. Box 12248
Rosslyn Station
Arlington, VA. 22219
Tel. (703) 875-6297

Performs acquisition services which include support of design, engineering, construction, renovation, and/or rehabilitation of U.S. Embassies worldwide.

2. Office of Language Services (A/OPR/LS)
Department of State
Main State, Room 2214
Washington, D.C. 20520-2214
Tel. (202) 647-1528

Limited small purchase authority involving the services of translators, interpreters, escorts, and related language support.

3. Office of Overseas Schools (A/OPR/OS)
Department of State
SA-29, Room 245
Washington, D.C. 20522-2902
Tel. (703) 875-7800

Small purchases and grants involving overseas schools assistance activities.

* Organization is Interim FACNET certified

4. Diplomatic Telecommunications Service (DTS-PO/ADM/ACQ)*
Department of State
SA-43, 3920 Pender Drive
Fairfax, VA 22030
Tel. (703) 302-7908 or 302-7840

Lease or purchase of information technology supplies and services, i.e., telecommunication circuitry and subsystems for worldwide use. Samples of subsystems are: modems, multiplexors, electronic switches, network management systems, professional services, etc.

5. Office of Foreign Missions (DS/OFM)
Department of State
SA-33, Room 357
Washington, D.C. 20520-3301
Tel. (202) 895-3507

Limited acquisitions involving professional services and personal property in support of the office's mission, that of ensuring reciprocity of treatment between U.S. missions overseas and foreign missions in this country.

6. Foreign Service Institute (NFATC)
Department of State
4000 Arlington Blvd.
Arlington, VA 22204-1500
Tel. (703) 302-6770

Acquisitions involving instructors, linguists, other academic and training specialists, and personal property as needed to support the Institute's training mission.

7. Office of International Conferences (IO/OICA)
Department of State
Main State, Room 1428A
Washington, D.C. 20520-6319
Tel. (202) 647-1771

Limited small purchase authority involving annual international conferences.

8. Bureau of Population, Refugees and Migration (PRM/C)
Department of State
SA-1, Room 1215
Washington, D.C. 20522-0112
Tel. (202) 663-1022

* Organization is Interim FACNET certified

Small purchases, grants, and cooperative agreements supporting worldwide refugee matters.

9. United States Mission to the United Nations (USUN)
799 UN Plaza, Room 312
New York, N.Y. 10017
Tel. (212) 667-4095

Small purchases involving services and personal property supporting the U.S. Mission to the United Nations.

10. Moscow Embassy Buildings Control Office (M/MEBCO)
Department of State
SA-6, Room 1139
Washington, D.C. 20522-0602
Tel. (703) 516-1855

Acquisitions involving the new Moscow Embassy complex, including A/E and construction services and materials.

11. Regional Procurement and Support Office
Florida Regional Center
Department of State
Ft. Lauderdale, FL 33309-5242
Tel. (954) 630-1166

Procurement for services and personal property procured in the United States in support of posts in Central and South America.

Other specialized procuring activities are described below:

12. Bureau of International Narcotics & Law Enforcement (INL/RM)
SA-44S
Washington, D.C. 20520
Tel. (202) 776-8718

Has authority to enter into small purchases, orders against GSA schedule contracts, and personal services contracts pursuant to the Foreign Assistance Act of 1961, as amended.

13. The Library, Office of IRM Programs and Services (A/RPS/IPS)
Business Center Staff
Department of State
Room 4428, M.S.
Washington, D.C. 20520
Tel. (202) 647-2196

Has authority to enter into small purchases and orders against GSA schedule contracts for the acquisitions such as newspapers, books, maps, and periodicals.

14. The Regional Procurement Support Centers in Bonn, Ft. Lauderdale, Singapore, and Tokyo (RPSOs).

Full range of commodities and services for posts in each RPSO's geographical area of support (see pages A-10 through A-12). Worldwide medical acquisitions.

15. State Department Foreign Service Posts

Designated employees at State Department's Embassies and Consulates abroad have Certificates of Appointment from the Procurement Executive. These certificates, or warrants, provide authority to execute procurement actions up to \$100,000, and in some cases, at higher levels, without further approval from the Procurement Executive being required. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Service Posts* (see order form on page E-3) or to the purchasing agents listed in the footnote on page A-25.

NOTE: Key Officers booklet is available free of charge via Bureau of Public Affairs Internet address: <http://www.state.gov>

* Organization is Interim FACNET certified

DOS Grant and Cooperative Agreement Opportunities

Office of Overseas Schools (A/OPR/OS)
Department of State
Room 245, SA-29
Washington, D.C. 20522-2902
Ms. Barbara La Brie
Tel. (703) 875-7800

Grants for the provision of assistance to elementary and secondary schools abroad to assure that appropriate educational programs are provided for dependents of American citizens.

Bureau of Oceans and International Environmental and Scientific Affairs (OES)
Department of State
Room 7821, Main State
Washington, D.C. 20520
Mr. Jim Lewis
Tel. (202) 647-3622

Grants related to the conduct of research and promotion of international cooperation on environmental and other scientific issues.

Bureau of Intelligence and Research (INR/RES)
Department of State
Room 404, SA-5
Washington, D.C. 20522-0504
Ms. Susan Nelson
Tel. (202) 736-9059

Grants for the provision of stable, long-term financing for advanced research; graduate and language training; public dissemination of research data (e.g., methods and findings); and contact and collaboration among government and private specialists.

Bureau of Population, Refugees & Migration (PRM)
Department of State
Room L505, SA-1
Washington, D.C., 20522-0105
Ms. Emily Krantz
Tel. (202) 663-1022

Cooperative agreements for the provision of food, health, and training activities and medical services for refugees in camps of first asylum.

Bureau of Diplomatic Security (DS/OSA/ASD)
Department of State
3rd Floor, SA-10
Washington, D.C. 20522-1003
Ms. Donna Taylor
Tel. (202) 663-0011

Cooperative agreements with state and local governments and institutions of higher learning for security-related training and training evaluation.

Credit Card Sales

The General Services Administration has awarded contracts to six firms, including Citibank, to provide charge card services to the U.S. Government. These Governmentwide contracts become effective on November 30, 1998 and will replace the existing travel card (American Express), the IMPAC purchase card (U.S. Bank, formerly Rocky Mountain Bank) and the fleet card (Wright Express). The Department of State has selected Citibank for all three business lines (travel, purchase and fleet). USAID, Peace Corps and USIA are included as tag-along agencies in the Department's task order issued on July 2, 1998 to Citibank.

A Citibank Visa or MasterCard will be issued to certain Department employees under a delegation of purchase authority to pay for certain types of purchases for office supplies, copier supplies and maintenance, books and subscriptions; and repair of property and equipment (other than building property). Merchants who do not offer sales through the Visa or MasterCard associations may want to contact Citibank for information.

Regional Procurement and Support Office

U.S. Embassy/Bonn*

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in Europe, the Near East, Africa, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1997, RPSO/Bonn purchased over \$38 million in goods and services, much of which was from U.S. vendors. The majority of these purchases are under \$100,000 ("simplified acquisition"). Acquisitions include: medical supplies and equipment, computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services.

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to Charles Krips, Director, or Lisa Million, Assistant Director, RPSO/Bonn, c/o American Embassy/Bonn, PSC 117 Box 1851, APO AE 09080. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-49-333-575).

U.S. Embassy/Tokyo

The U. S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1997, RPSO/Tokyo purchased over \$14 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition") and fall into three main categories: (1) Japanese-made automobiles with right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.

* Organization is Interim FACNET certified

Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Alvin Chen, Director, RPSO Tokyo, c/o American Embassy/Tokyo, Unit 45002, Box 212, APO AP 96337-0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable. (FAX 011-81-3-3505-1862).

U.S. Embassy/Singapore

The U.S. Embassy in Singapore has a Regional Procurement Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the East Asian and Pacific and The South Asian regions.

In Fiscal Year 1997, Singapore purchased over \$3 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisitions"). Supplies purchased include heating and air-conditioning equipment, household appliances, other small electrical appliances and equipment, consumer and office electronics, medical supplies, motor vehicles and motor vehicle parts and supplies, computer equipment and software, office equipment, household and office furniture, and construction materials and supplies. The electrical power application used in the regions served by RPSO Singapore is 220V/50Hz. Services include building maintenance (cleaning, gardening, HVAC, etc.), security guards, computer systems, architect-engineer, construction, equipment leases, and airfreight and seafreight shipping.

Firms interested in selling to the RPSO Singapore should send descriptive literature on their product line(s), including prices, shipping terms and prices, and product support and warranty information, to the Director, RPSO Singapore, at the following address: American Embassy, PSC 470 Box RPSO, FPO AP 96534-0001. Small, minority, and small women-owned businesses should indicate their size and ownership status when mailing product information to RPSO Singapore. While overseas posts, including RPSO Singapore, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable.

Additional information on RPSO Singapore can be found on the U.S. Department of State, Office of the Procurement Executive's Acquisition Home Page, under the category "Acquisition Organizations." The Internet address is <http://www.statebuy.Inter.net/home.htm>. RPSO Singapore's facsimile number is 011-65-476-9003.

Florida Regional Center

A Regional Procurement Support Office (RPSO) was formally opened in December 1993 at the U.S. Department of State's Florida Regional Center located in Ft. Lauderdale, FL. RPSO—FL was established to support the procurement needs of the American Embassies, Consulates, or other posts located in the Central/South American, Caribbean, and certain West African countries.

In Fiscal Year 1997, RPSO—FL purchased over \$2,000,000 in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition"). Purchases include heating and air-conditioning units and repair parts; computer equipment and software; small/large household appliances; office electronics; medical supplies/equipment; automotive parts/tires; electrical equipment/supplies; telecommunications equipment/supplies; construction materials/supplies; household/office furniture; printing requirements; and carpet/flooring supplies and equipment. Services are expected to be lawn care/gardening; equipment leases; computer services; small architect-engineer and construction services; and airfreight/ocean freight and other shipping or courier services; facility rental; janitorial services; guard services; printing services; and life/health and retirement plans.

Firms interested in doing business with the RPSO—FL should forward descriptive literature on their product/service line(s), including prices, to RPSO—FL, Florida Regional Center, 4000 N. Andrews Drive, Ft. Lauderdale, FL 33309. Small, small minority-owned, and small women-owned businesses should clearly indicate their size/ownership status when contacting RPSO—FL. For additional information, you may also call (305) 630-1164 or FAX (954) 630-1165.

Top-Spending Posts for FY-1997

(extracted from Competition Advocates' Report)

(in U.S.\$)

Bonn, Germany	over \$38 million
Tokyo, Japan	over \$14 million
Bogota, Colombia	over \$12 million
Athens, Greece	over \$9 million
La Paz, Bolivia	over \$9 million
Bangkok, Thailand	over \$9 million
Seoul, Korea	over \$8 million
Rome, Italy	over \$7 million
Paris, France	over \$5 million
Amman, Jordan	over \$5 million
Brussels, Belgium	over \$5 million
Cairo, Egypt	over \$5 million
Manila, Philippines	over \$5 million
New Delhi, India	over \$5 million
Mexico City, Mexico	over \$5 million

Largest Number of Contract Actions by Post

Bonn	Manila
Brussels	Warsaw
Bangkok	La Paz
Bogota	New Delhi
Nairobi	Cairo
Santiago	Seoul
Bridgetown	Berlin
London	Tokyo

More detailed information on post-specific statistical data is available in the Department of State's Annual Competition in Contracting Report. To receive a copy, contact the Competition Advocate on (703) 516-1687.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

In the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (PL 99-399), Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

Information regarding these projects is released through the Commerce Business Daily and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing Embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Wanda Besson at the following address:

Department of State
A/LM/AQM/OA
SA-6, Room L 600
Washington, D.C. 20522-0604
Telephone: (703) 875-6297

Any firm that has new or innovative technical security or electronic CM products, which could be used to enhance security at a U.S. Embassy abroad, may contact Ken Stanley at the following address:

Department of State
DS/ST/CMP
SA-10, 7th Floor
Washington, D.C. 20520-2214
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Bob Benker of the Department's Physical Security Division at the address listed on page A-20.

Firms interested in performing services related to Embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE/CSM
SA-6, Room 711
Washington, D.C. 20522-0602
Attn: Mr. Clifton W. Flowers
Telephone: (703) 516-1637

Department of State
DS/PSD/CSB
SA-6, 8th Floor
Washington, D.C. 20522-0602
Attn: Mr. Bob Benker
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 98/99, architect/engineer and/or construction projects will be advertised or contracts awarded for the following Foreign Service Posts: Lima, Peru; Santo Domingo, Dominican Republic; Asmara, Eritrea; Monrovia, Liberia; Nairobi, Kenya; Beijing, China; Ashgabat, Turkmenistan; New Delhi, India; Paris, France; Copenhagen, Denmark; Dublin, Ireland; Vientiane, Laos; Nassau, The Bahamas; Brussels, Belgium; and Shanghai, China.

Notification of Metric Transition

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition.

Therefore, all employees of the Department, as well as those businesses that do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. Robert E. Lloyd in the Office of the Procurement Executive.

U.S. Department of State Washington, D.C. 20520

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Ms. Mary Ackerman
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 516-1687

Alternative Disputes Resolution

The Administrative Dispute Resolution Act of 1990 and the National Performance Review of 1993 encouraged agencies to use Alternative Dispute Resolution (ADR) techniques in resolving disputes. Executive Order 12979, Agency Procurement Protest, signed October 26, 1995, calls for agency heads to establish administrative procedures for resolving bid protests at the agency level as an alternative to outside protest forums.

Formal litigation of these matters is a long and costly process that oftentimes establishes an adversarial relationship between the Government and the private sector. ADR, on the other hand, includes a wide range of resolution techniques, tends to be less costly, and is far more efficient than litigation. It also keeps resolution of the matter within the control of the disputants. The parties choose the ADR method of resolution; establish the rules of engagement; determine who will be the decisionmakers; define the issues; and otherwise control the entire process.

Some of the ADR techniques that may be used include minitrials, mediation, factfinding, and arbitration. Resolution of the matter is approached from a partnership standpoint, with a common goal to preserve the business relationship and avoid the costs and delays so often experienced in formal litigation. We encourage use of ADR whenever possible.

Requests for DOS Contracts, Etc.

Copies of current contracts, or other Department of State documents, may be requested through the Freedom of Information Act (FOIA), 5 U.S.C. 552. Department regulations applicable to FOIA requests are in Volume 22 of the Code of Federal Regulations, Part 171. In general, FOIA requests must be submitted in writing containing enough information about the documents requested to permit the Department to locate them with a reasonable amount of effort. Requesters also must state their agreement to pay any applicable processing costs in their request letters. (See 22 C.F.R. §171.13–15). Requests should be addressed to:

Office of IRM Programs and Services
A/RPS/IPS, Room 1512
Department of State
2201 C Street, N.W.
Washington, D.C. 20520–1512

Telephone inquiries number: 202–647–8300
Fax number: 202–647–9419
<http://www.foia.state.gov>

User-Office Contacts

Architectural, Engineering, and Design Services (Construction)

- a. Office of Acquisitions, Overseas Agreements
Room L600, SA–6
Ms. Patricia Regalo-Warren (Acquisitions) Telephone: (703) 875–6282
- b. Office of Small & Disadvantaged Business Utilization
Room 633, SA–6
Mr. Louis Pruitt (Program Coordinator) Telephone: (703) 875–6586
- c. Office of Real Property Management (Domestic)
Room 1878, M.S.
Mr. Tom Sgroi Telephone: (202) 647–2852

Building Interior Furnishings (Foreign)

- a. Office of Foreign Buildings
Room 1201, SA–6
Ms. Vivien Woofter Telephone: (703) 875–6263
- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339–2044

Building Maintenance and General Services (Domestic)

(Includes labor services, local transportation services, etc.)

- a. General Services Division
Room B2A61, M.S.
Mr. John Silva (transportation) Telephone: (202) 647-3628
Ms. Shirley Beard (labor services) Telephone: (202) 647-3611
- b. Office of Operations
Facilities Management and Support Services
Room B2A61, M.S.
Mr. Frank Bright Telephone: (202) 647-6001

Building Maintenance and General Services (Foreign)

- a. Office of Foreign Buildings
Room L100 and L200, SA-6
Mr. Peter Wood Telephone: (703) 875-5044

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

- a. Office of Foreign Buildings
Mr. Fred Bunke (Moscow)
Room 1139, SA-6 Telephone: (703) 875-5796
- b. Office of Acquisitons, Overseas Division
Ms. Wanda Besson
Room L600, SA-6 Telephone: (703) 875-6297
- c. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044

Cartographic Services

- a. Office of the Geographer
Room 8742, M.S.
Mr. William Wood Telephone: (202) 647-2021

Catering Services

- a. Office of Protocol
Room 1238, M.S.
Ms. Charles Kim Telephone: (202) 647-1700

Computer Supplies and Accessories

- a. Bureau of Information Resources Management (IRM/OPS/CST))
Room 1853, M.S.
Mr. John Cabral Telephone: (202) 647-2900
Mr. Ken Hill Telephone: (202) 647-1017
(IRM/IAP/PL)
Room 1910, M.S.
- b. Office of Acquisition
Ms. Millie Pugliese Telephone: (703) 875-5816
- c. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044

Construction Services (Foreign)

- a. Office of Foreign Buildings
Mr. William Smayda (Const. Management)
Room 703, SA-6 Telephone: (703) 875-6300

Mr. Louis Pruitt (Program Coordinator)
Room 633, SA-6 Telephone: (703) 875-6586
- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044

Educational Materials/Supplies

- a. Office of Overseas Schools
Room 245, SA-29
Dr. Keith D. Miller Telephone: (703) 875-7800
- b. Foreign Service Institute
Room F2125, SA-42
Ms. Jayetta Oates Telephone: (703) 302-7233

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

- a. Bureau of Diplomatic Security
Mr. Bob Benker
Room 804, SA-6 Telephone: (703) 875-6570

Engineering Services (Construction)

- a. Office of Acquisitions, Overseas Agreements
Ms. Patricia Regalo-Warren
Room L600,SA-6 Telephone: (703) 875-6282

Mr. Harry Marinos (electrical)
Room 310C, SA-6 Telephone: (703) 875-6143

Mr. Robert Gardner (mechanical)
Room 324, SA-6 Telephone: (703) 875-6216

Mr. Sedat Asar (structural)
Room 343, SA-6 Telephone: (703) 875-6190
- b. Office of Real Property Management, Design,
and Construction Division (Domestic)
Mr. Tom Sgroi
Room 1878, M.S. Telephone: (202) 647-2852
- c. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044

Engineering Services (Non-Construction)

- a. Bureau of Diplomatic Security (DS/CMP/ES)
SA-10, 5th Floor
Mr. John Holland (Security R&D) Telephone: (202) 663-0367
- b. Bureau of Information Resource Management (IRM/CST/BC)
Room 1853, M.S.
Mr. John Cabral Telephone: (202) 647-2900

Environmental Sciences (air, water, geotechnical, asbestos, etc.)

- a. Office of Foreign Buildings Operations
Mr. Christopher Hullinger (asbestos)
Room L 200, SA-6 Telephone: (703) 875-5742

Mr. Stephen C. Urman (Safety, Health and
Environmental Management Services)
Room L-300, SA-6 Telephone: (703) 875-4137
- b. Office of Operations, Facilities, Management, and Support Services
Mr. Frank Bright
Room B2A61, M.S. Telephone: (202) 647-6001

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

- a. Office of Foreign Buildings
Room 412, SA-6
Ms. Vivien Woofter
Telephone: (703) 875-6263

- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips
Telephone: 011-49(228)339-204

Information Management Support Services

- a. Bureau of Information Resource Management (IRM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann
Ms. Charmaine Iversen
Telephone: (202) 647-7959
Telephone: (202) 647-1003

- b. Bureau of Consular Affairs
Room W711, SA-1
Mr. Alan Dahl
Telephone: (202) 663-1121

- c. Office of Passport Services
Room 500, SA-17
Mr. Richard Martin
Telephone: (202) 955-0246

- d. Foreign Service Institute
Room F1304, SA-42
Ms. Linda Coble
Telephone: (703) 302-7201

- e. Bureau of Diplomatic Security
SA-10, 6th floor (DS/OA/SYS)
Mr. Robert Cobert
Telephone: (202) 663-6438

- f. Bureau of Financial Management and Planning,
Systems Support (FMP/EX)
SA-15, Room 5000
Ms. Lisa Chichester
Telephone: (703) 812-2376

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Wanda Bowman, GSA, at (703) 305-5213.

- g. Office of Information Resources Management (S/S-IRM/SMD)
Room 7530
Mr. Kenneth Matthiesen Telephone: (202) 647-0867
- h. Bureau of Personnel (PER/EX/IM)
Room 1818, M.S.
Ms. Donna Cooper Stange Telephone: (202) 647-1264
- i. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044
- j. Bureau of Intelligence and Research (INR/EX)
Room 6510, M.S.
Mr. Gilbert Crampton Telephone: (202) 647-7549

International Political and Economic Affairs and Research

- a. Bureau of International Narcotics and Law Enforcement Affairs
SA-44, 1st Floor
Mr. Tim Henderson Telephone: (202) 776-8718

Labor Services

- a. General Services Division
Room 1493, M.S.
Ms. Shirley Beard Telephone: (202) 647-3611

Language/Translation Services

- a. Office of Language Services
Room 2214, M.S.
Ms. Brenda Sprague Telephone: (202) 647-1528

Library/Subscription Services

- a. Office of IRM Programs and Services (A/RPS/IPS)
Room 3239, M.S.
Ms. Alpha Rose* Telephone: (202) 647-1875

Machine and Equipment Maintenance/Repair (other than ADP)

- a. Office of Operations
Room B2A61, M.S.
Mr. Frank Bright Telephone: (202) 647-6001

* Manages Department's Commercial Library Program.

Medical Services/Supplies

- a. Medical Services
Room L202, SA-1
Ms. Maria Melchiorre

Telephone: (202) 663-1748

Mental Health Care/Services

- a. Office of Medical Services
Employee Services Division
Room L127, SA-1
Ms. Anne Weiss
Room 5914, M.S.

Telephone: (202) 663-1908

Telephone: (202) 647-4929

Messaging Systems

- a. Bureau of Information Resource Management, Messaging Systems
(IRM/OPS/MSO)
SA-14
Mr. Phil Nichols
Mr. Ed Courlang

Telephone: (703) 912-8144

Telephone: (703) 912-8000

- b. Beltsville Messaging Center
SA-26
Mr. John Hedges

Telephone: (301) 985-8005

Microfilming/Micrographics/Archiving

- a. Office of IRM Programs and Services (A/RPS/IPS/AAS)
Room 1239, M.S.
Ms. Jacqui Lilly

Telephone: (202) 647-5061

Multi-Media Services

- a. Office of Multi-Media Publishing Services (A/RPS/MMS)
Room 1853, M.S.
Mr. Greg Liverpool
Mr. Stanley Klem
Mr. Wesley Williams

Telephone: (202) 647-1632

Telephone: (202) 647-1267

Telephone: (202) 647-1286

- b. Foreign Service Institute (FSI/EX/AVF)
Room F1328, SA-42
Mr. Tom Bash

Telephone: (703) 302-6788

- c. Bureau of Diplomatic Security (DS/PLD/TC)
Room 380A, SA-11
Ms. Nadine Jones

Telephone: (703) 204-6240

Networking/Telecommunications

- a. Diplomatic Telecommunications Program Office
(DTS/PO/Admin/ACQ)
SA-34
Mr. Victor White Telephone: (703) 912-7908

- b. Bureau of Information Resource Management (IRM/CST/BC)
Room 4428, M.S.
Mr. Pete Gouldmann Telephone: (202) 647-7959

Mr. John Cabral Telephone: (202) 647-2900
Room 1853

Overseas Employee Associations

Manufacturers and distributors interested in selling wholesale grocery products, exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

- a. Office of Commissary and Recreation Affairs (A/OPR/ST/CR)
Room L120, SA-1
Washington, D.C. 20522-0101
Ms. Diane DeVivo, Director Telephone: (202) 663-1330
Email: crlog on @erols.com FAX (202) 663-1329

CR conducts a Training Conference with a Trade Show for the association managers every other year in the Washington, DC area. For information regarding future conferences/trade shows, please contact CR at the above address.

(See page A-31 for a list of overseas posts having U.S. Employee Associations. Those posts are annotated with an asterisk (*).)

**Publishing, Printing, Reproduction
Equipment/Supplies, & Editorial Services**

- a. Office of IRM Programs and Services (A/RPS/IPS/MMS)
Room 1853, M.S.
Mr. Greg Liverpool Telephone: (202) 647-1632

Recycled Products (Construction and Janitorial Supplies Only)

- a. Office of Facilities Management and Support Services (OPR/FMSS)
Room 1481, M.S.
Mr. Calvin Dubose Telephone: (202) 647-6003

Safety and Rescue Equipment

- a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA-10, 7th Floor
Mr. Jim Frank
Telephone: (202) 633-0722

- b. Office of Foreign Buildings
Room L100, SA-6
Mr. Bruce Sincox
Telephone: (703) 875-6983

Small Purchases*

- a. Office of Acquisition
Room 528, SA-6
Ms. Millie Pugliese
(small purchases branch chief)
Telephone: (703) 875-5816

- Computer Supplies and Accessories
Ms. Millie Pugliese
Telephone: (703) 875-5816

- Carpeting/Draperies
Ms. Betty Thomas
Telephone: (703) 875-6015

- Furniture
Ms. Patricia Riffle
Ms. Maureen Bowers
Telephone: (703) 875-6001
Telephone: (703) 875-5805

Training**

- a. Office of Civil Service Career Development and Assignments
Room 2429, M.S.
Ms. Theresa A. Manly
Telephone: (202) 647-7252

- b. Office of Equal Employment Opportunity and Civil Rights
Room 4216, M.S.
Ms. Azucena Vasquez
Telephone: (202) 647-1528

*FSU, the Office of Acquisitions Foreign Service Unit in the Department of State, serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market Embassies in specific geographic regions may do so directly, using the list beginning on page A-31, or may contact the following small purchase agent: Anthony Jacobs (703) 875-6023.

See pp. A-4 through A-7 for other organizations having small purchase authority.

**The State Department Training Programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Vivian Bethea, Acting Director, OSDBU, at OPM on (202) 606-1464 for information.

- c. Foreign Service Institute
National Foreign Affairs Training Center
Room F2210, SA-42 Telephone: (703) 302-7141
- Mr. Gary D. Crawford (Language) Telephone: (703) 302-7242
- Ms. Christine Fulena (Clerical/ Administrative) Telephone: (703) 302-4140
- Mr. Richard Jackson (Area Studies)
SA-42, Room F3422 Telephone: (703) 302-6858
- Mr. Ernest Williams (Contracting Officer)
SA-42, Room F2125 Telephone: (703) 302-6770
- d. Bureau of Diplomatic Security
Room 320A, SA-11
Mr. David Haas Telephone: (703) 204-6188

Transportation/Packing/Shipping/Storage (Household Effects)

- a. Office of Transportation
Room 1056, M.S.
Mr. Ed Davis Telephone: (202) 647-4091
- Mr. Harry Lundy (Contracts) Telephone: (703) 875-6014

Warehousing/Material Handling Equipment

- a. Bureau of Diplomatic Security (DS/PEL/SEM)
SA-7, Room 109
Mr. Stuart Rettie Telephone: (703) 644-3326
- b. Office of Operations (A/OPR/ST/SD/SSC)
Department of State
7958 Angus Court
Springfield, VA 22153
Ms. Sandy Branch Telephone: (703) 644-3447
- c. Florida Regional Center (FRC)
Administrative/General Services Officer
Department of State
4000 North Andrews Avenue
Ft. Lauderdale, FL 33309-5242 Telephone: (954) 630-1100

* * * * *

For further information contact:

Mrs. Durie White

Operations Director, Office of Small and
Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6822

Mr. Gregory Mayberry

Associate Operations Director, Office of Small and
Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6823

Mr. Louis Pruitt

Foreign Buildings Program Coordinator, Office
of Small and Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6586

Ms. Linda Taylor

Procurement Analyst, Office of Small and
Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 516-1953

Mr. Anthony Jones

Procurement Analyst, Office of Small and
Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6822

Points of Contact for Department of State Information Technology Matters

Bureau	Point of Contact	Telephone
A/DTS-PO/SG	Edward Sestak, Chief, Systems Grp.	703/302-7955
A/FBO/RMO/IRM	Mike Regardie	703/516-1580
A/IRM/OPS/CST	John Cabral	202/736-4220
IRM/AP/IAP/PL	Ken Alms	202/776-8977
S/S-EX	Daniel McIe, Dir., IRM	202/647-2977
OIG/AUD	Greg Linden, Acting, IM Div.	703/284-2600
OIG/PPM	Ken Kobilarcik, Syst. Support	703/284-1802
A/EX/IRM	Greg Ellis, Chief	202/647-9821
CA/EX/CSD	Travis Farris	202/663-1101
CA/PPT/TD	Richard Martin	202/955-0253
DS/CIS/ISD	Jules Romagnoli	202/663-0019
EB/EX	Theresa Simmington/Jack Price	202/647-4056
FMP/EX	Lisa Chichester, Syst. Support	703/812-2376
IRM/CIO	Fernando Burbano	202/647-2226
DS/OFM/IM	Robert Mattox	202/895-3579
INR/EX/IS	Gilbert Crampton	202/647-7549
ARA/EX	Sharon Otto	202/647-4478
INL/RM/MS	Tim Henderson	202/776-8718
IRM/EX	Leslie Probst	202/736-4220
L/EX/IS	Peter DiMichele	202/647-8323
M/EX	Maria Melchiorre	202/663-1748
OES/EX	Michael Bishton	202/647-4349
PER/EX/IM	Donna Stange	202/647-1264
PM/EX	Bie Fox	202/736-7401
M/FSI/EX	Paul Fisher	703/302-6732

Department of State

General Services and Administrative Officers

Bureau	Title	Telephone	Room No.	Zip Code
A/EX	Administrative Officer	202-647-8883	3800, M.S.	20520-6310
A/FBO/RMO	General Services Officer	703-875-6355	1300, SA-6	20522-0602
A/IM/CST/BC	Administrative Officer	202-647-4398	4428, M.S.	20520-4437
AF/EX	General Services Officer	202-647-1298	3517, M.S.	20520-3430
ARA/EX	General Services Officer	202-647-3318	3260, M.S.	20520-6258
CA/EX	General Services Officer	202-647-1158	4820, M.S.	20520-4818
DS/EX	General Services Officer	202-663-0660	8th Fl, SA-10	20522-1003
EAP/EX	General Services Officer	202-647-9054	4313A, M.S.	20520-6310
EB/EX	General Services Officer	202-647-2720	6820, M.S.	20520-5818
EUR/EX	General Services Officer	202-647-5954	5428, M.S.	20520-6511
H	General Services Officer	202-647-1714	7260, M.S.	20520-7261A
INL/C	Administrative Officer	202-647-4867	1st Fl., SA-44	20520-7310
INR/EX	General Services Officer	202-647-1080	6639, M.S.	20520-6510
IO/EX	General Services Officer	202-647-9326	1509, M.S.	20520-6319
L/EX	Administrative Officer	202-647-8323	5519, M.S.	20520-6317
M/DGP/MED/EX				
	General Services Officer	202-663-1611	209A, SA-1	20522
M/FMP/EX	Administrative Officer	202-647-8675	1328, M.S.	20520-7427
M/FSI/EX	General Services Officer	703-302-6729	F2205, SA-42	20522-4201
M/OFM/AO	General Services Officer	202-895-3511	358, SA-33	20522
NEA/SA/EX	General Services Officer	202-647-3269	4245, M.S.	20520-6258
OES/DRL/EX	Administrative Officer	202-647-3622	7821, M.S.	20520-7818
OIG/PPM/EX	Administrative Officer	202-647-7091	6827, M.S.	20520-6817
PER/EX	Administrative Officer	202-647-8118	3811, M.S.	20520-2810
PM/EX	General Services Officer	202-647-1110	3817, M.S.	20520-7320
PRM/EX	General Services Officer	202-663-1520	1251, SA-1	20522-0112
S/CPR/EX	Administrative Officer	202-647-1700	1238, M.S.	20520-1238
S/S/EX	General Services Officer	202-647-7457	7511A, M.S.	20520-7512

Mailing Address Form

The APO and in-country address(s) for overseas posts are published in the Key Officers of Foreign Service Posts booklet (Department of State Publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-3.

The *Key Officers of Foreign Posts* booklet referenced in the Mailing Address Form may be accessed on Internet via the Department of State Foreign Affairs Network (DOSFAN). To access DOSFAN:

WWW: <http://www.State.gov>

Department of State Foreign Service Posts*

Location of Office

Type of Office

A

Abidjan, Cote d'Ivoire*	Embassy
Abu Dhabi, United Arab Emirates*	Embassy
Abuja, Nigeria	USLO
Accra, Ghana*	Embassy
Adana, Turkey	Consulate
Addis Ababa, Ethiopia*	Embassy
Algiers, Algeria*	Embassy
Almaty, Kazakhstan*	Embassy
Amman, Jordan*	Embassy
Amsterdam, Netherlands	Consulate General
Ankara, Turkey*	Embassy
Antananarivo, Madagascar*	Embassy
Apia, Western Samoa	Embassy
Ashgabat, Turkmenistan	Embassy
Asmara, Eritrea	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece*	Embassy
Auckland, New Zealand	Consulate General

B

Baku, Azerbaijan*	Embassy
Bamako, Mali*	Embassy
Bandar Seri Begawan, Brunei	Embassy
Bangkok, Thailand*	Embassy
Bangui, Central African Republic	Embassy
Banjul, The Gambia	Embassy
Barcelona, Spain	Consulate General
Beijing, China*	Embassy
Beirut, Lebanon	Embassy
Belfast, Northern Ireland, U.K.	Consulate General
Belgrade, Serbia Montenegro*	Embassy
Belize City, Belize	Embassy
Berlin, Federal Rep. of Germany	Branch Office
Bern, Switzerland*	Embassy
Bishkek, Kyrgyzstan	Embassy
Bissau, Guinea-Bissau	Embassy
Bogota, Colombia*	Embassy
Bonn, Federal Rep. of Germany* *	Embassy

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

** Embassy Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. Charles Krips.

Location of Office	Type of Office
Brasilia, Brazil*	Embassy
Bratislava, Slovak Republic	Embassy
Brazzaville, Congo*	Embassy
Bridgetown, Barbados*	Embassy
Brussels, Belgium*	Embassy
Brussels, Belgium	USNATO
Bucharest, Romania*	Embassy
Budapest, Hungary*	Embassy
Buenos Aires, Argentina*	Embassy
Bujumbura, Burundi	Embassy

C

Cairo, Egypt*	Embassy
Calcutta, India	Consulate General
Calgary, Canada	Consulate General
Canberra, Australia*	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela*	Embassy
Casablanca, Morocco	Consulate General
Chengdu, China	Consulate General
Chennai (Madras), India*	Consulate General
Chiang Mai, Thailand	Consulate General
Chisinau, Moldova	Embassy
Ciudad Juarez, Mexico*	Consulate General
Cluj-Napoca, Romania	Branch Office
Colombo, Sri Lanka*	Embassy
Conakry, Guinea	Embassy
Congo, Democratic Republic of the (formerly Zaire)*	Embassy
Copenhagen, Denmark*	Embassy
Cotonou, Benin*	Embassy
Curacao, Netherlands Antilles	Consulate General

D

Dakar, Senegal*	Embassy
Damascus, Syria*	Embassy
Dar Es Salaam, Tanzania*	Embassy
Dhahran, Saudi Arabia*	Consulate General
Dhaka, Bangladesh*	Embassy
Djibouti, Djibouti*	Embassy
Doha, Qatar	Embassy

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Dubai, United Arab Emirates	Consulate General
Dublin, Ireland*	Embassy
Durban, South Africa	Consulate General
Dushanbe, Tajikistan	Embassy
Dusseldorf, Federal Rep. of Germany	Consulate General

E

Edinburgh, Scotland, U.K.	Consulate General
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F

Florence, Italy	Consulate General
Frankfurt Am Main, Federal Rep. of Germany*	Consulate General
Freetown, Sierra Leone*	Embassy
Fukuoka, Japan	Consulate

G

Gaborone, Botswana*	Embassy
Geneva, Switzerland*	Branch & Mission Offices
Georgetown, Guyana*	Embassy
Guadalajara, Mexico*	Consulate General
Guangzhou, China	Consulate General
Guatemala City, Guatemala*	Embassy
Guayaquil, Ecuador	Consulate General

H

Halifax, Canada	Consulate General
Hamburg, Federal Rep. Germany	Consulate General
Hamilton, Bermuda	Consulate General
Hanoi, Vietnam*	Embassy
Harare, Zimbabwe*	Embassy
Havana, Cuba*	USINT
Helsinki, Finland*	Embassy
Hermosillo, Mexico	Consulate
Ho Chi Minh City, Vietnam	Consulate General
Hong Kong, Hong Kong*	Consulate General

I

Islamabad, Pakistan*	Embassy
Istanbul, Turkey*	Consulate General

J

Jakarta, Indonesia*	Embassy
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* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office**Type of Office**

Jeddah, Saudi Arabia*	Consulate General
Jerusalem, Jerusalem	Consulate General
Johannesburg, South Africa	Consulate General

K

Kaduna, Nigeria	USIS
Kampala, Uganda*	Embassy
Karachi, Pakistan*	Consulate General
Kathmandu, Nepal*	Embassy
Kavala, Greece* (relay)	
Khartoum, Sudan	Embassy
Kiev, Ukraine*	Embassy
Kigali, Rwanda*	Embassy
Kingston, Jamaica*	Embassy
Kolonia, Micronesia	Embassy
Koror, Palau	Embassy
Krakow, Poland	Consulate General
Kuala Lumpur, Malaysia*	Embassy
Kuwait, Kuwait*	Embassy

L

La Paz, Bolivia*	Embassy
Lagos, Nigeria*	Embassy
Lahore, Pakistan*	Consulate
Leipzig, Federal Rep. of Germany	Consulate General
Libreville, Gabon*	Embassy
Lilongwe, Malawi*	Embassy
Lima, Peru*	Embassy
Lisbon, Portugal*	Embassy
Lome, Togo*	Embassy
London, England, U.K.*	Embassy
Luanda, Angola	Embassy
Lusaka, Zambia*	Embassy
Luxembourg, Luxembourg	Embassy

M

Madrid, Spain*	Embassy
Majuro, Marshall Islands	Embassy
Managua, Nicaragua*	Embassy
Manama, Bahrain	Embassy
Manila, Philippines*	Embassy

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Maputo, Mozambique	Embassy
Maseru, Lesotho	Embassy
Matamoros, Mexico	Consulate
Mbabane, Swaziland	Embassy
Melbourne, Australia	Consulate General
Merida, Mexico	Consulate
Mexico City, D.F., Mexico*	Embassy
Milan, Italy	Consulate General
Minsk, Belarus	Embassy
Monrovia, Liberia	Embassy
Monterrey, Mexico	Consulate General
Montevideo, Uruguay*	Embassy
Montreal, Canada*	Consulate General, ICAO
Moscow, Russia*	Embassy
Mumbai, India	Consulate General
Munich, Federal Rep. of Germany	Consulate General
Muscat, Oman*	Embassy

N

N'Djamena, Chad*	Embassy
Nagoya, Japan	Consulate
Naha, Japan	Consulate General
Nairobi, Kenya*	Embassy, UNEP
Naples, Italy	Consulate General
Nassau, The Bahamas*	Embassy
New Delhi, India*	Embassy
New York, N.Y.	USUN, USOAS
Niamey, Niger*	Embassy
Nicosia, Cyprus*	Embassy
Nouakchott, Mauritania*	Embassy
Nuevo Laredo, Mexico	Consulate

O

Osaka-Kobe, Japan	Consulate General
Oslo, Norway*	Embassy
Ottawa, Canada*	Embassy
Ouagadougou, Burkina Faso*	Embassy

P

Panama City, Panama	Embassy
Paramaribo, Suriname	Embassy

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office**Type of Office**

Paris, France*	Embassy, UNESCO, USOECD
Perth, Australia	Consulate General
Peshawar, Pakistan*	Consulate
Phnom Penh, Cambodia	Embassy
Ponta Delgada, Azores, Portugal	Consulate
Port-au-Prince, Haiti	Embassy
Port Louis, Mauritius	Embassy
Port Moresby, Papua New Guinea	Embassy
Port-of-Spain, Trinidad and Tobago*	Embassy
Prague, Czech Republic*	Embassy
Praia, Cape Verde	Embassy
Pretoria, South Africa*	Embassy
Pusan, Korea	Consulate

Q

Quebec, Canada	Consulate General
Quito, Ecuador*	Embassy

R

Rabat, Morocco*	Embassy
Rangoon, Burma*	Embassy
Recife, Brazil	Consulate
Reykjavik, Iceland	Embassy
Riga, Latvia	Embassy
Rio de Janeiro, Brazil*	Consulate General
Riyadh, Saudi Arabia*	Embassy
Rome, Italy*	Embassy, FODAG

S

San Jose, Costa Rica*	Embassy
San Salvador, El Salvador*	Embassy
Sanaa, Yemen*	Embassy
Santiago, Chile*	Embassy
Santo Domingo, Dominican Republic*	Embassy
Sao Paulo, Brazil*	Consulate General
Sapporo, Japan	Consulate General
Sarajevo, Bosnia-Herzegovina	Embassy
Seoul, Korea*	Embassy
Shanghai, China*	Consulate General
Shenyang, China	Consulate General

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Singapore, Singapore	Embassy
Skopje, Macedonia	Embassy
Sofia, Bulgaria	Embassy
St. George's, Grenada	Embassy
St. Petersburg, Russia	Consulate General
Stockholm, Sweden*	Embassy
Strasbourg, France	Consulate General
Surabaya, Indonesia	Consulate General
Suva, Fiji	Embassy
Sydney, Australia	Consulate General

T

Tallinn, Estonia	Embassy
Tashkent, Uzbekistan*	Embassy
Tbilisi, Georgia	Embassy
Tegucigalpa, Honduras*	Embassy
Tel Aviv, Israel*	Embassy
The Hague, Netherlands	Embassy
Thessaloniki, Greece*	Consulate General
Tijuana, Mexico	Consulate General
Tirana, Albania	Embassy
Tokyo, Japan*	Embassy
Toronto, Canada*	Consulate General
Tunis, Tunisia	Embassy

U

Ulaanbaatar, Mongolia	Embassy
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V

Valletta, Malta	Embassy
Vancouver, Canada	Consulate General
Vatican City, The Holy See	Embassy
Victoria, Seychelles—See Mauritius	Embassy
Vienna, Austria*	Embassy, UNVIE
Vientiane, Laos	Embassy
Vilnius, Lithuania	Embassy
Vladivostok, Russia	Consulate General

W

Warsaw, Poland*	Embassy
Washington, D.C.	USOAS, M

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Wellington, New Zealand	Embassy
Windhoek, Namibia*	Embassy
XYZ	
Yaounde, Cameroon*	Embassy
Yekaterinburg, Russia	Consulate General
Yerevan, Armenia	Embassy
Zagreb, Croatia	Embassy

Abbreviations and Symbols

USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
USUN	United States Mission to the United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USOECD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
M	Mission
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States

* Posts annotated with an asterik (*) operate Overseas Employee Associations.

Section B

- **Memo to Small, Disadvantaged, and Women Business Owners**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Memo to Small, Disadvantaged, and Women Business Owners

The mission of the Department of State is to advance U.S. objectives and interests through formulating, representing and implementing the President's foreign policy. It promotes and protects the interests of Americans by:

- Managing diplomatic relations with other nations and international institutions;
- Promoting peace and stability in regions of vital interest;
- Promoting U.S. business interests abroad;
- Providing services to Americans living or traveling overseas.

The Department of State purchases approximately \$1 billion annually in goods and services, to support its global mission. The mission of the Department of State's Office of Small and Disadvantaged Business Utilization is to ensure that a fair share of our acquisitions are awarded to small, disadvantaged, and women-owned firms. Our procurement needs cover an array of products and services including office furniture and furnishings; information technology hardware, software and support services; transportation, export packing and shipping services; architect/engineer and construction services; leased satellite circuit and support services; and much more. The acquisitions may be awarded to fill a one-time need, or be of a recurring nature.

The Office of Small and Disadvantaged Business Utilization (OSDBU) locates qualified small, disadvantaged and women-owned firms in a variety of ways. We maintain close liaison with local offices of the Small Business Administration and frequently use SBA's Internet-based database known as **PRO-Net** to identify potential sources. We participate in various federal procurement conferences around the country, sponsored by Congresspersons, trade associations, chambers of commerce, and other federal, state and local agencies. We also provide one-to-one counseling to small businesses, upon request. Since the Department's mission is international, we do not maintain domestic regional offices. The OSDBU is headquartered in Rosslyn, Virginia and has sole oversight for the Department's small business advocacy program worldwide.

The Department's OSDBU screens all new acquisitions over the simplified acquisition threshold (currently \$100,000) processed by our domestic acquisitions offices (see pages A-3 through A-7) to determine their suitability for preferential procurement action (small business or 8(a) set-asides). In this way, we continually strive to assure that small businesses maintain a fair share of the Department's acquisition spending.

Firms wishing to do business with the Department of State may request a Vendor Profile System (VPS) database diskette. This system is maintained by OSDDBU and contains information about registered firms that takes the place of a hardcopy corporate capability statement. To obtain a diskette, you may phone: (703) 875-6822. When complete, please remit to:

Small/Minority Business Enterprise Coordinator
A/SDBU, Room 633, SA-6
Department of State
Washington, D.C. 20522-0602

The VPS is not a Bidders' Mailing List application, but an automated corporate capability profile. Since the Department purchases a wide array of goods and services, prospective vendors must register separately with each domestic acquisition activity with which it seeks to do business in order to be entered into that activity's database (the Department does not have one central vendor database system). For competitive acquisitions over the simplified acquisition threshold, mailing lists are created from responses to individual Commerce Business Daily advertisements. Vendors may access the CBD on the Internet at no cost. The URL address for the CBD is <http://cbdnet.gpo.gov>.

If there are questions concerning the Departments OSDDBU program, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, Linda Taylor (703) 516-1953, or Tony Jones (703) 875-6822. For matters related to overseas A & E or construction services, contact Louis Pruitt on (703) 875-6586.

Sincerely,

Durie White
Operations Director
Office of Small and Disadvantaged Business Utilization

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Women in Business Representatives

Department of Agriculture
14th & Independence Ave., S.W.
Room 127W

Ms. Stella Hughes
(202) 720-7117

Washington, D.C. 20250
Telephone: (202) 720-7117
FAX: (202) 720-3001

Attn: Ms. Sharon Harris

Director, OSDBU: <http://www.usda.gov/da/smallbus:htm>

Department of the Air Force
The Pentagon, Room E271
Washington, D.C. 20330-1000
Telephone: (703) 697-1950
FAX: (703) 614-9266

Ms. Judy Schlott
(703) 697-1950

Attn: Mr. Anthony DeLuca

Director, OSDBU: <http://www.safsb.hq.af.mil/>

Department of the Army
The Pentagon, Room 2A712
Washington, D.C. 20310-0106
Telephone: (703) 697-2868
FAX: (703) 693-3898

Ms. Pam Johnson
(703) 697-2868

Attn: Ms. Tracy Pinson

Director, OSDBU: <http://www.dtic.mil/amc/smlbus/indexsb.html>

Department of Commerce
14th Street & Constitution Ave., NW.
Room 6411

Ms. Brenda Black
(202) 482-1472

Washington, D.C. 20230
Telephone: (202) 482-1472
FAX: (202) 482-0501

Attn: Mr. T.J. Garcia

Director, OSDBU: <http://www.osec.doc.gov/osdbu>

Departments

Department of Defense
The Pentagon, Room 2A338
Washington, D.C. 20301-3061
Telephone: (703) 697-9383
FAX: (703) 693-7014
Attn: Mr. Robert Neal
Director, OSDBU: <http://www.acq.osd.mil/sadbu>

Department of Education
400 Maryland Avenue, S.W.
Room 3120, ROB-3
Washington, D.C. 20202-0521
Telephone: (202) 708-9820
FAX: (202) 401-6477
Attn: Ms. Vi Sanchez
Director, OSDBU: <http://gcs.ed.gov/coninfo/booklet1.htm>

Department of Energy (BU-1)
1000 Independence Ave., S.W.
Washington, D.C. 20585
Telephone: (202) 708-1428
FAX: (202) 708-7642
Attn: Ms. Corlis S. Moody
Director, OSDBU: <http://www.pr.doc.gov/prbus.html>

Department of Health and Human Services
200 Independence Ave., S.W.
Room 517D
Washington, D.C. 20201
Telephone: (202) 690-7300
FAX: (202) 690-8772
Attn: Mr. Verl Zanders
Director, OSDBU: <http://www.dhhs.gov>

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 3130
Washington, D.C. 20410
Telephone: (202) 708-1428
FAX: (202) 708-7642
Attn: Mr. Joseph Piljay: <http://www.hud.gov/ctshome.html>

Women in Business Representatives

Ms. Dora Thomas
(703) 697-9384

(Vacant)
Call Director

Ms. Brenda DeGraffenreid
(202) 708-1428

Ms. Angel Graves
(202) 690-6670

Mr. Joseph Piljay
(202) 708-1428

Departments

**Women in Business
Representatives**

Department of the Interior 18th & C Streets, N.W. Room 2727 Washington, D.C. 20240 Telephone: (202) 208-3493 FAX: (202) 208-5048: http://ns.ics.doi.gov/osdbu/index.html Attn: Mr. Ralph Rausch Director, OSDBU	Ms. Doris Sanford (202) 208-7437
Department of Justice Ariel Rios Building 12th & Penn. Avenue Room 3235 Washington, D.C. 20530 Telephone: (202) 395-7235 FAX: (202) 616-1717 Attn: Ms. Eleanor Geary Acting Director, OSDBU: http://www.usdoj.gov/jmd/pss/home_osd.htm	Ms. Eleanor Geary (202) 616-6596
Department of Labor 200 Constitution Ave., N.W. Room C2318 200 Washington, D.C. 20210 Telephone: (202) 219-9148 FAX: (202) 219-9167 Attn: Ms. June Robinson Director, OSBMA: http://www.dol.gov/dol/oasam/public/grants/main.htm	Ms. Elaine Murrell (202) 219-9151
Department of the Navy Washington Navy Yard, Bldg. 36 901 M Street, S.E. Washington, D.C. 20374-5015 Telephone: (202) 685-6485 FAX: (202) 685-6865 Attn: Mr. Don Hathaway Director, OSDBU: http://www.onr.navy.mil	Ms. Nancy Tarrant (202) 685-6485
Department of State Room 633, SA-6 Washington, D.C. 20522-0602 Telephone: (703) 875-6824 FAX: (703) 875-6825 Attn: Mrs. Durie White Operations Director, OSDBU: http://www.Statebuy.inter.net/home.htm	Ms. Linda Taylor (703) 516-1953

Departments

Department of Transportation
400 – 7th Street, S.W., Room 9410
Washington, D.C. 20590
Telephone: (202) 366–1930
FAX: (202) 366–7228
Attn: Ms. Luz A. Hopewell
Director, OSDBU: <http://www.dot.gov/ost/osdbu/>

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 6100 Annex
Washington, D.C. 20220
Telephone: (202) 622–0530
FAX: (202) 622–4963
Attn: Kevin Boshears
Acting Director, OSDBU: <http://www.ustreas.gov/treasury/bureaus/sba>

Department of Veterans Affairs
810 Vermont Ave., N.W.
Room 620
Washington, D.C. 20420
Telephone: (202) 565–8124
FAX: (202) 565–8156
Attn: Mr. Scott Denniston
Director, OSDBU (005SB): <http://www.va.gov/oa&mm/busopp.htm>

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 606–5150
FAX: (202) 606–5126
Attn: Ms. Donna Darlington
Director, Procurement Grants

Women in Business Representatives

Ms. Pat L. Hodge
(202) 366–1902

Ms. Mary Ellen Dorsey
(202) 622–0530

Mr. Robert Moore
(202) 565–8124

Ms. Jean McCamley
(202) 606–4812

Independent Agencies

Agency for International Development
1300 Pennsylvania Ave. N.W., Rm. 7.8-E
Washington, D.C. 20523-1414
Telephone: (202) 712-1500
FAX: (202) 216-3056
Attn: Mr. Ivan Ashley
Director, OSDBU: <http://www.info.usaid.gov/business/>

Defense Logistics Agency
DDAS, 8725 John J. Kingman, Ste. 2533
Ft. Belvoir, VA 22060-6221
Telephone: (703) 767-1650
FAX: (703) 767-1670
Attn: Mr. Lloyd C. Alderman
Director, OSDBU: http://www.dla.mil/dla_bus.htm

Environmental Protection Agency
401 M Street, S.W. Code 1230
Washington, D.C. 20460
Telephone: (202) 260-2090
FAX: (202) 401-1080
Attn: Ms. Jeanette Brown
Director, OSDBU: <http://www.epa.gov/oam/>

Executive Office of the President
Room 5001, NEOB
Washington, D.C. 20500
Telephone: (202) 395-7669
FAX: (202) 395-3982
Attn: Ms. Thelma Toler
Director, OSDBU

Export-Import Bank of the U.S.
811 Vermont Ave., N.W. Room 1017
Washington, D.C. 20571
Telephone: (202) 565-3335
FAX: (202) 565-3319
Attn: Mr. Daniel A. Garcia
Director, OSDBU

Women in Business Representatives

Ms. Betty Briscoe
(202) 712-1500

Ms. Patricia Cleveland
(703) 767-1650

Ms. Jeanette Brown, Acting
(202) 260-2090

Independent Agencies

Federal Trade Commission
6th & Pennsylvania Avenue N.W.
Room H700
Washington, D.C. 20580
Telephone: (202) 326-2258
FAX: (202) 326-2050
Attn: Ms. Jean Sefchick
Director, OSDBU

General Services Administration
18th and F Streets, N.W., Room 6029
Washington, D.C. 20405
Telephone: (202) 501-1021
FAX: (202) 208-5938
Attn: Ms. Dietra Ford
Director, Ofc. of Enterprise Dev: <http://www.gsa.gov/pubs/dbgsa/dbgsa.htm>

Interstate Commerce Commission
12th and Constitution Ave., N.W
Room 3119
Washington, D.C. 20423
Telephone: (202) 927-7597
FAX: (202) 927-5158
Attn: Mr. Dan King
Director, OSDBU

National Aeronautics and Space
Administration
300 E St., S.W. Room 1T70
Washington, D.C. 20546
Telephone: (202) 358-2088
FAX: (202) 358-3261
Attn: Mr. Ralph Thomas, III
Assoc. Administrator, OSDBU: <http://www.hq.nasa.gov/office/codek>

National Science Foundation
4201 Wilson Blvd.
Arlington, VA 22230
Telephone: (703) 306-1330
FAX: (703) 306-0337
Attn: Mr. Donald Senich
Director, OSDBU

**Women in Business
Representatives**

Ms. Barbara Lorette
(202) 326-2260

Ms. Elizabeth Ivey
(202) 501-1021

Mr. Dan King
(202) 927-7597

Ms. Rae Martel
(202) 358-2088

(Vacant)
Call Director

Independent Agencies

Nuclear Regulatory Commission
Room 7217, MNBB
Washington, D.C. 20555
Telephone: (301) 415-7381
FAX: (301) 415-5953
Attn: Ms. Irene Little
Director, OSDBU: <http://www.nrc.gov/NRC/contract.html>

Office of Personnel Management
1900 E Street, N.W.
Room 2351
Washington, D.C. 20415
Telephone: (202) 606-2180
FAX: (202) 606-1464
Attn: Ms. Vivian Bethea
Acting Director, OSDBU

Railroad Retirement Board
1310 G St., N.W., Suite 500
Washington, D.C. 20036
Telephone: (202) 272-7742
FAX: (202) 272-7728
Attn: Ms. Marian P. Gibson
Director, OSDBU

Smithsonian Institution
915 L'Enfant Plaza, S.W.
Washington, D.C. 20560
Tel. (202) 287-3508
FAX (202) 287-3492
Attn: Mr. Mauricio Vera
Program Manager, OSDBU: <http://www.si.edu/>

U.S. Government Printing Office
Small/Disadvantaged Business Program Office
732 North Capitol Street, NW.
Washington, D.C. 20401
Tel. (202) 512-1365

Women in Business Representatives

Ms. Barbara Williams
(301) 415-7381

(Vacant)
Call Director

Independent Agencies

U.S. Information Agency–M/O

330 C St., S.W.

Room 1611, HHS–S Building

Washington, D.C. 20547

Telephone: (202) 205–9662

FAX: (202) 401–2410

Attn: Ms. Georgia Hubert

Director, OSDDBU: <http://www.usia.gov>

Women in Business Representatives

U.S. Postal Service

475 L'Enfant Plaza West, S.W.

Room 3641

Washington, D.C. 20260–5616

Telephone: (202) 268–6578

FAX: (202) 268–6573

Attn: Ms. Evelyn Hill

Mgr., Supplier Diversity: <http://www.usps.gov/business/>

Ms. Evelyn Hill,

CPCM

(202) 268–6578

Other Liaison Offices

Army–Air Force Exchange Service (AAFES)

Purchase Directorate

P.O. Box 660202

Dallas, TX 75266–0202

Telephone: (214) 312–3571

Defense Commissary Agency

East Service Center

ATTN: ES–AM

Bldg. P11200, 38th St. & E Ave.

Fort Lee, VA 23801–6330

Telephone: (804) 734–3834

Defense Commissary Agency

West Service Center

ATTN: WS–AM

Bldg. 3184

Kelly AFB, TX 78241–6290

Telephone: (512) 925–8231/6933

Independent Agencies

Women in Business Representatives

Office of Federal Procurement Policy

725 17th Street, N.W.

Room 9025

Washington, D.C. 20503

Telephone: (202) 395-4821

FAX: (202) 395-5105

Attn: Ms. Linda Mesaros

Deputy Associate Administrator for

Policy Development: <http://www.arnet.gov>

Minority Business Development Agency

U.S. Department of Commerce

14th St. & Constitution Avenue, N.W.

Room 5053

Washington, D.C. 20230

Telephone: (202) 482-5061

FAX: (202) 482-5117

Attn: Mr. Courtland Cox

Acting Director: <http://www.doc.gov/agencies/mbda>

Minority Business Development Agency

U.S. Department of Commerce

14th St. & Constitution Avenue, N.W.

Room 5096

Washington, D.C. 20230

Telephone: (202) 482-3261

FAX: (202) 482-5117

Attn: Mr. Raoul Quiros

Chief, Public Sector

Procurement Technical Assistance Center Program

GMU Entrepreneurship Center

4400 University Drive

Fairfax, VA 22030

Telephone: (703) 277-7750

FAX: (703) 352-8195

Attn: Mr. James Regan, Director

1) <http://www.gmu.edu/gmu/PTAP>

2) <http://www.sbdc.org>

Independent Agencies

**Women in Business
Representatives**

Small Business Development Center
Howard University
2600 Sixth Street, NW., Room 125
Washington, D.C. 20059
Telephone: (202) 806-1550
Attn: Mr. Woodrow McCutchen, Director: <http://www.cldc.howard.edu/husbdc>

Small Business Administration
409 3rd Street, S.W.
8th Floor
Washington, D.C. 20416
Telephone: (202) 205-6460
FAX: (202) 205-7064
Attn: Ms. Judith Roussel: <http://www.sbaonline.sba.gov>

* * * * *

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-U ASK SBA.

Section C

- Subcontracting Opportunities



Subcontracting Opportunities

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities: Company names followed by an asterick (*) represent those with the largest dollar value contracts at Department of State.

Possible Prime Contractors Offering Subcontracting Opportunities

Subcontracting Opportunities Available

Abacus Technology Corp.
5454 Wisconsin Ave., Ste. 1100
Chevy Chase, MD 20815
Contact: Ms. Sharon Church
(301) 907-2459
Contract: S-OPRAQ95C0653

Consultants, travel svcs.

The American Institute in Taiwan
7 Lane 134 Hisan Yi Road
Section 3
Taipei, Taiwan
Contact: Mr. Jack Ferguson, Chief,
Management Services Section

Various subcontracting opportunities

American Institutes for Research
3333 K Street, N.W.
Washington, DC 20007
Contact: Mr. T. Jesulaitis
(202) 342-5031
Contract: S-OPRAQ97C0045

Misc. consulting and travel services

ARAMARK Environmental Services
9 Presidential Blvd.
Bala Cynwyd, PA 19004-0291
Contact: Mr. Jim Day
(215) 667-8033
Contract: S-OPRAQ94C0408

Various janitorial supplies, equipment, and labor services

AT&T
1120 20th St. N.W.
5th Floor
Washington, DC 20036
Contact: Jim Powers
(202) 647-9196
Contract: N00600-94-0344

Various subcontracting opportunities related to telephone equipment and services

Possible Prime Contractors Offering Subcontracting Opportunities

Bantec Technologies

5898 Condor Drive
Moorpark, CA 93021-2601
Contact: Mark Schneider
(805) 529-1500
Contract: 0000-125066

BTG, Inc.*

1945 Old Gallows Rd.
Vienna, VA 22182
Contact: Rowland M. Hill
(703) 556-6518
Contract: S-OPRAQ97D0608

Computer Based Systems, Inc.*

2750 Prosperity Ave., Ste. 300
Fairfax, VA 22301
Contact: Daniel S. Ryan
(703) 849-8080
Contract: S-OPRAQ95D0673

Computer Sciences Corporation*

3170 Fairview Park Drive
Falls Church, VA. 22042
Contact: Mr. Jeff Lee
Contract: S-OPRAQ97D0009
Contract: S-OPRAQ94D0508

COMSAT General Corp.

45250 Severn Way
Sterling, VA 20166
Contact: Mr. James King, Jr.
(703) 450-7020
Contract: S-DTSP096F4028

Consolidated Engineering Services, Inc.

2345 Crystal Drive, Suite 1000
Arlington, VA 22202
Contact: William C. Davis
(703) 769-1377
Contract: N000-24-98D0048

Subcontracting Opportunities Available

Hardware Maintenance
support encompassing
ADP production resources

Various hardware products
and travel arrangements

Various subcontracting
opportunities

Various subcontracting
opportunities related to
program and systems services
Various subcontract
opportunities related to
Info. Tech. Support

Commercial plan

**Possible Prime Contractors Offering
Subcontracting Opportunities**

Dillingham Construction

Int'l
5960 Inglewood Drive
P.O. Box 1089
Pleasanton, CA 94566
Contact: Mr. Robert Walker
(510) 483-3300
Contract: S-FBOAD-93-C0071

DynCorp, Enterprise Management

7500 Boston Blvd.
Springfield, VA 22152
Contact: Mr. Ed Ferry
(703) 912-8524
Contract: S-OPRAQ-97-D0604
Contract: S-OPRAQ-95-C0675

DynCorp

DoS Air Wing/INM
Bldg. 985, P.O. Box 4338
Patrick AFB, FL 32925
Contact: Mr. John Harlin
(817) 732-4481 ext. 248
Contract: S-OPRAQ-98-C0051

Einhorn Yaffee Prescott

PO Box 617
Broadway at Beaver St.
Albany, NY 12201
Contact: Ms. Barbara A. Reuter
(518) 431-3364
Contract: S-FBOAD97D0016

Graebel Movers, Inc.

4607-A Eisenhower Ave.
Alexandria, VA 22304
Contact: Mr. Marc Van Kley
(703) 370-8900
Contract: S-OPRAQ96C0582

**Subcontracting
Opportunities Available**

Various materials and services,
in support of construction in
Singapore

Misc. travel related
services

Miscellaneous visa and travel
services

Miscellaneous supplies,
equipment and services

Misc. services and products
supporting A&E design
requirements

Misc. supplies and services

**Possible Prime Contractors Offering
Subcontracting Opportunities**

GTE Gov't Systems*

Information Systems Division
15000 Conference Center Drive
Chantilly, VA 22021-3808
Contact: John McMullen, Jr.
(508) 880-4646
Contract: S-OPRAQ95D0594

Halifax Engineering, Inc.

5250 Cherokee Avenue
Alexandria, VA 22312
Contact: (703) 750-2202
Contract: S-OPRAQ93C0058

Hilldrup Moving & Storage

4022 Jefferson Davis Hwy.
Stafford, VA 22554
Contact: Mr. John Warlick
(703) 221-7155
Contract: S-OPRAQ96C0578

Inter-Con

900 S. Garfield Ave.
Alhambra, CA 91801-4441
Contact: Michael Placido
(213) 283-2732
Contract: S-OPRAQ96D0569

Intermodel, Inc.

9308 N.W. 13th Street
Miami, FL 33172
Contact: (305) 591-2419
Contract: S-OPRAQ95C0536

ITT Federal Services Corporation

One Gateway Plaza, 1330 Inverness Dr.
P.O. Box 15012
Colorado Springs, CO 80935-5012
Contact: G. Evans
(719) 574-5850(x230)
Contract: S-OPRAQ-95-C-0589

**Subcontracting
Opportunities Available**

Misc. installation materials

Various subcontracting
opportunities

Misc. supplies and services

Miscellaneous products in
support of guard services

Various subcontracting
opportunities related to
consolidated receiving point

Possible Prime Contractors Offering Subcontracting Opportunities

J.A. Jones Construction

J.A. Jones Drive
Charlotte, NC 28287
Contact: Mr. Mike L. Fitzgerald
(704) 553-3499
Contract: S-FBOAD97C0020

Logicon, Inc.

2100 Washington Blvd.
Arlington, VA 22204-5710
Contact: Ms. S.M. Daniel
(703) 318-7489 x307
Contract: S-OPRAQ97D0005

ManTech Strategic Assoc., Ltd.

12015 Lee Jackson Memorial Hwy.
Suite 700
Fairfax, VA 22033-3338
Contact: Barbara Wilbur
(703) 814-4237
Contract: S-OPRAQ95C0176

MCI

701 S. 12th Street
Arlington, VA 22202
Contact: Ms. V. C. Davis
(703) 414-6283
Contract: S-DTSP096D2004

Mitretek Corporation

7525 Colshire Drive
McLean, VA 22102
Contact: Mr. Gary Hand
(703) 610-1859
Contract: S-OPRAQ98D0029

Morrison Knudsen Corp.

7164 Columbia Gateway Dr.
Columbia, MD 21046
Contact: (301) 621-8820
Contract: S-FBOAD98C0008

Subcontracting Opportunities Available

Concrete, masonry,
metalwork, doors, windows,
hardware, woodwork, etc.,
related to construction of
new U.S. Embassy, Kuwait

Various computer related
supplies and services

Miscellaneous travel related
services

Commercial plan

Misc. hardware/software,
temp. services and office
equipment and furnishings

**Possible Prime Contractors Offering
Subcontracting Opportunities**

Motorola, Inc.
1301 East Algonquin Rd.
Schaumburg, IL 60196
Contact: Elizabeth Manfield
(708) 576-4331
Contract: S-OPRAQ95C0521

MPRI
1201 East Abingdon Dr.,
Ste. 425
Alexandria, VA 22314
Contact: Mr. Robert D. Wood
(703) 684-0853
Contract: S-OPRAQ94C0406

The Orkand Corporation
8484 Georgia Ave., Suite 1000
Silver Spring, MD 20910
Contact: Mr. Anthony Schulien
(301) 585-8480
Contract: S-OPRAQ95D0501

Contact: Ms. Judith-Anne Martin
(703) 610-4200
Contract: S-OPRAQ97D0132

Pacific A & E
1601 N. Kent St., Ste. 900
Arlington, VA 22209
Contact: Ms. Janet Oliver
(703) 243-6464
Contract: S-OPRAQ97C0033

Siemens ElectroCom L.P.
2910 Avenue F
Arlington, TX 76011-5214
Contact: Billy Tyler
(817) 695-5087
Contract: S-OPRAQ98C0092

**Subcontracting
Opportunities Available**

Various subcontracting
opportunities

Various opportunities
for development and printing
of publicity materials

Various subcontracting
opportunities related to
ADP software support services

Misc computer & ofc. supplies
and services; travel services

Various subcontracting
opportunities

**Possible Prime Contractors Offering
Subcontracting Opportunities**

Sprint
P.O. Box 8568
Kansas City, MO 64114
Contact: Terry Smelcer
(816) 854-5316
Contract: S-DTSP094C2030

Statistica
30 West Gude Drive, Ste. 300
Rockville, MD 20850
Contact: Mr. Robert Cole
(301) 424-1911
Contract: S-OPRAQ94C0492

Contact: Mr. David Karish
(301) 424-1911
Contract: S-OPRAQ97D0133
**Possible Prime Contractors Offering
Subcontracting Opportunities**

Thermo Digital Technologies
490 L'Enfant Plaza East, Ste. 7170
Washington, DC 20024
Contact: Mr. Pat Aquino
(202) 484-5090
Contract: S-OPRAQ98D0077

TRW
Systems Division
One Federal Systems Park Drive
Fairfax, VA 22033
Contact: Mr. Alan Schmidt
(703) 968-2001
Contract: S-OPRAQ97C0008

Unisys
8008 Westpark Dr.
McLean, VA 22102
Contact: Murray J. Schooner
(703) 556-5822s
Contract: S-OPRAQ95D0532

**Subcontracting
Opportunities Available**

Commercial plan

Various subcontracting
opportunities

**Subcontracting
Opportunities Available**

Various subcontracting
opportunities

Various hardware, software,
etc.

**Possible Prime Contractors Offering
Subcontracting Opportunities**

Wang Federal Systems*
7900 Westpark Drive
McLean, VA 22102
Contact: Ms. Marianne Kee
(703) 827-3807
Contract: 0000-025007

WorldCom Fed. Syst., Inc.
15245 Shady Grove Rd., Ste. 410 S.
Rockville, MD 20850-3222
Contact: Ms. Andrea Irvin
(301) 212-7000
Contract: S-DTSP096C0060

Xerox Special Information Sys.
250 North Halstead St.
P.O. Box 7018
Pasadena, CA 91109
Contact: Peter A. Brause
(818) 351-4419
Contract: S-OPRAQ95C0588

**Subcontracting
Opportunities Available**

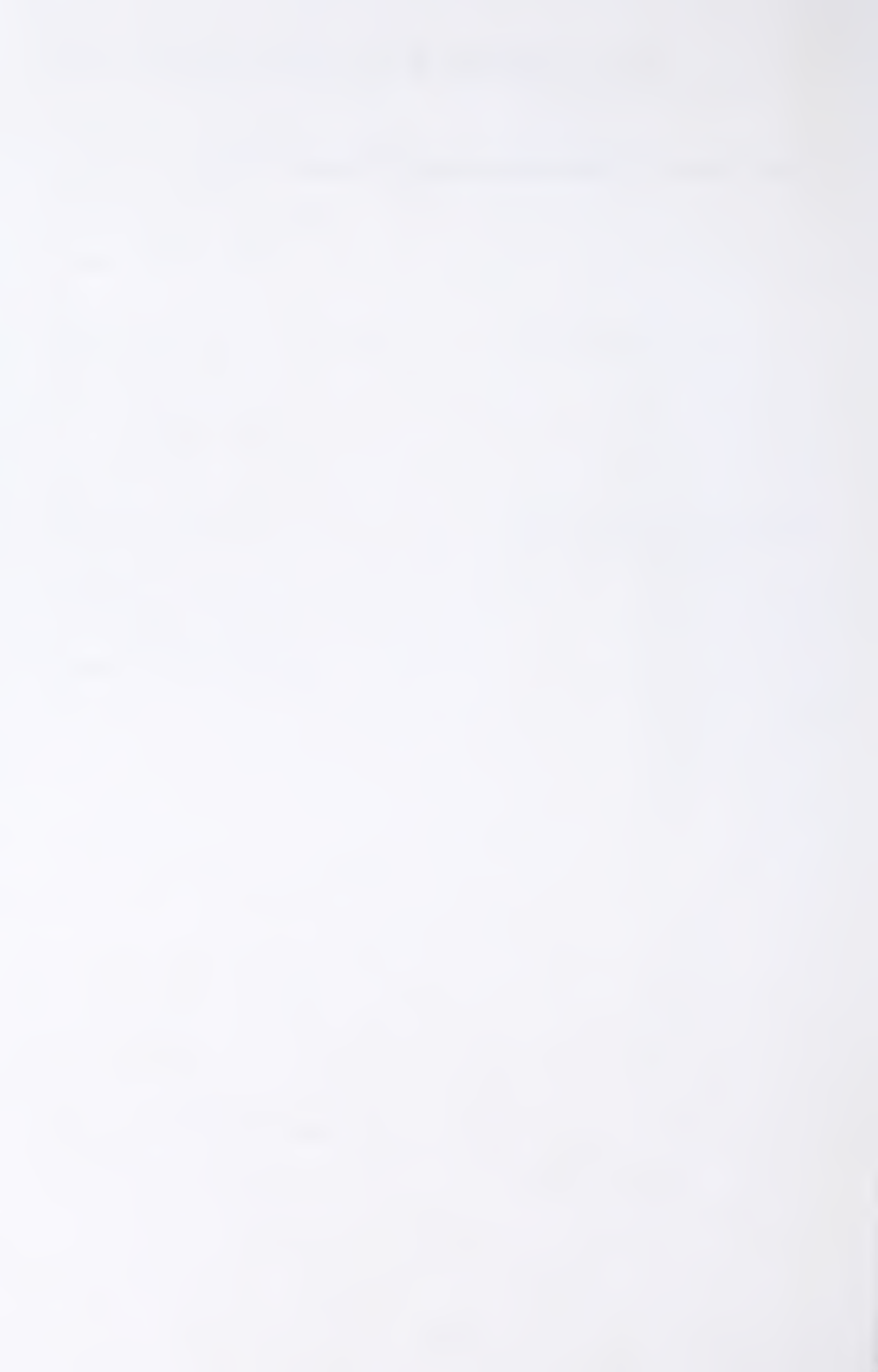
Computers, PCs, software,
etc.

Commercial plan

Various electronic components
and assemblies and metal
work

Section D

- **Contacts for Trade and Investment-Related Issues**



Contacts for Trade and Investment-Related Issues

Department of State

Business Affairs	—Mr. David Ruth	(202) 647-1625
Investment Affairs	—Mr. Wesley Scholz	736-4247
Development Finance	—Mr. Larry Butcher	647-9426
Economic Sanctions Policy	—Mr. Robert Maxim	647-5673
Trade Policy	—Mr. William E. Craft	647-6690

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of the Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

Department of Commerce

Deputy Assistant Secretary for Services	—Mr. Graham Whatley, Actg.	(202) 482-5261
Country Marketing:		
Western Europe	—Mr. Peter Hale	482-5341
Eastern Europe and Soviet Affairs	—Ms. Suzanne Lotarski	482-1104
Central and Eastern Europe Business Information Center (CEEBC)	—Int'l Trade Specialist	482-2645
Russia and Newly Independent States: Business Information Services for the Newly Independent States (BISNIS)		482-4655
Africa	—Mr. Gerald Feldman	482-4927
Near East	—Mr. Thomas Parker	482-1860
South Asia	—Mr. John Anderson	482-5228
Mexico	—AMERIFAX	482-0330
Latin America and Caribbean Basin	—Mr. Walter Bastian	482-2436
People's Republic of China and Hong Kong	—Mr. Donald Forest	482-5527
Japan	—Ms. Marjorie Searing	482-4527
Office for Service Industries and Finance	—Mr. Graham Whatley, Actg.	482-5261
Publications-Intl. Trade Adm.	—Mr. Thomas Witherspoon	482-5287
Foreign Commercial Service	—Ms. Dolores F. Harrod	(202) 482-6228
Export Licensing Information		(202) 482-4811

U.S. Trade and Development Agency

—Ms. Carol Stillwell (703) 875-4357

(feasibility studies and other
planning services)

Definitional Missions

—Ms. Della Glen (703) 875-4357

Trade Information

1-800-USATRADE

Defense Trade Controls:

For exporting licensing information on munitions, or technology “uniquely” designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.

Agency for International Development

Business Relations (OSDBU)

—Mr. Ivan Ashley (703) 875-1551

Center for Trade &

Investment Services

—Ms. Deborah Diaz (202) 663-2660 (local)
(800) 872-4348

Overseas Private Investment Corporation

—Information Officer (202) 336-8799

Export-Import Bank

—Ms. Judith Nath, Acting (202) 565-3200

Small Business Administration

Office of International Trade

—Ms. Eileen Cassidy (202) 205-6720

U.S. Trade Representative

—Ms. Phyllis Shearer-Jones (202) 395-6120

Information about international trade and investment opportunities is also available electronically. Following are some useful websites for accessing such information:

- Access the United Nations Trade Point Development Center (UNTPDC) at <http://www.unicc.org/untpdc/welcome.html>
- PANGAEA.NET™ is a commercially operated Global Business Information and Communications Resource Center. For information and news, access <http://www.pangaea.net>
- For those interested in the Eastern European market, e-mail info@TradeNet.org

Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Women-Owned Firms in Exporting

Assisting U.S. business is a major responsibility of the Department of State. The Secretary of State has directed all members of U.S. Embassies and consular posts abroad to consider the promotion of U.S. business and economic interests to be a top priority and to support U.S. firms vigorously in foreign markets. The Ambassador, as head of the "Country Team," takes the lead in promoting U.S. trade and investment in 272 diplomatic and consular establishments in over 160 foreign countries.

The Department of State offers trade promotion services that can be of benefit to the minority business community. Each of the below-mentioned contacts can provide insight, advice, and assistance in the export efforts of minority firms:

The Office of the Coordinator for Business Affairs (E/CBA) serves as the primary contact point for the business community in the Department. Officials are in daily contact with private sector firms and business groups throughout the country through meetings, briefings, speeches, and other programs. E/CBA answers inquiries from businesses, individuals, and Congress, and maintains close liaison with regional bureau commercial coordinators, country desk officers, Commerce, AID, and other agencies involved in export promotion activities. (Phone: (202) 647-1625).

Embassies and Consulates overseas are charged with assisting the U.S. business community abroad. Ambassadors hold regularly scheduled meetings with American Chambers of Commerce in almost every country where there are such groups. Our Embassy commercial and economic staffs are available to assist American minority firms with political and economic briefings, professional advice and analysis on the business culture and practices of the country, and assistance in making and developing contacts abroad.

Personnel of the Department of Commerce's U.S. and Foreign Commercial Service (USFCS) are stationed in 69 countries where our major markets are located. State Department officers are responsible for commercial work in over 100 countries with smaller markets where USFCS personnel are not present. The important point is that in all our Embassies, regardless of size or location, or which agency takes the lead, there are personnel to provide information and counsel to American firms, help them with problems, and see to it that they get a fair shot at contracts and sales.

The Regional Bureaus, each under the direction of an Assistant Secretary of State, are responsible for U.S. foreign affairs activities in a specific major region of the world. They are the Bureaus of African, Inter-American, European and Canadian, Near Eastern, South Asian, and East Asian and Pacific Affairs. Country "desk officers" maintain day-to-day contact with overseas diplomatic posts and provide country specific economic and political analysis and commercial counseling to U.S. business.

The Office of Small and Disadvantaged Business Utilization (A/SDBU) actively promotes the use of small businesses by our various program and procurement personnel, both domestically and at our Embassies and Consulates overseas. The Department is committed to ensuring that small businesses receive a fair share of the procurement dollars we spend. (Contact: Durie N. White, phone (703) 875-6824).

Publications: The Department produces various publications of interest to minority business, including *Key Officers of Foreign Service Posts: A Guide for Business Representatives* and *A Guide To Doing Business With the Department of State*.

Commercial Posts of the Department of State (Posts With No FCS Presence)

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

Africa

Angola, Luanda	Malawi, Lilongwe
Benin, Cotonou	Mali, Bamako
Botswana, Gaborone	Mauritania, Nouakchott
Burkina Faso, Ouagadougou	Mauritius, Port Louis
Burundi, Bujumbura	Mozambique, Maputo
Cameroon, Yaounde	Namibia, Windhoek
Cape Verde, Praia	Niger, Niamey
Central African Republic, Bangui	Rwanda, Kigali
Chad, N'Djamena	Senegal, Dakar
Congo, Brazzaville	Sierra Leone, Freetown
Djibouti, Djibouti	Somalia, Mogadishu
Equatorial Guinea, Malabo	Sudan, Khartoum
Eritrea, Asmara	Swaziland, Mbabane
Ethiopia, Addis Ababa	Tanzania, Dar es Salaam
Gabon, Libreville	The Gambia, Banjul
Ghana, Accra	Togo, Lome
Guinea, Conakry	Uganda, Kampala
Guinea-Bissau, Bissau	Zaire, Kinshasa
Lesotho, Maseru	Zambia, Lusaka
Liberia, Monrovia	Zimbabwe, Harare
Madagascar, Antananarivo	

Latin America

Bahamas, Nassau	Jamaica, Kingston
Barbados, Bridgetown	Netherlands Antilles, Curacao
Belize, Belize City	Nicaragua, Managua
Bolivia, La Paz	Paraguay, Asuncion
El Salvador, San Salvador	Suriname, Paramaribo
Guyana, Georgetown	Trinidad & Tobago, Port of Spain
Grenada, St. George's	Uruguay, Montevideo
Haiti, Port-au-Prince	

Near East/South Asia

Afghanistan, Kabul
Bahrain, Manama
Lebanon, Beirut
Nepal, Kathmandu
Oman, Muscat
Qatar, Doha

Bangladesh, Dhaka
Jordan, Amman
Sri Lanka, Colombo
Syria, Damascus
Tunisia, Tunis
Yemen Arab Republic, Sanaa

East Asia and the Pacific

Brunei, Bandar Seri Begawan
Burma, Rangoon
Cambodia, Phnom Penh
Fiji, Suva
Laos, Vientiane
Marshall Islands, Majuro
Micronesia, Federated States of
Kolonias

Mongolia, Ulaanbaatar
Palau, Koror
Papua New Guinea, Port Moresby
Solomon Islands, Honiara
Western Samoa, Apia

Europe

Albania, Tirana
Bermuda, Hamilton
Croatia, Zagreb
Cyprus, Nicosia
Estonia, Tallinn
Finland, Helsinki
Iceland, Reykjavik

Latvia, Riga
Lithuania, Vilnius
Luxembourg, Luxembourg
Macedonia, Skopje
Malta, Valletta
Slovak Republic, Bratislava
Slovenia, Ljubljana

New Independent States

Armenia, Yerevan
Azerbaijan, Baku
Belarus, Minsk
Georgia, Tbilisi

Kyrgyzstan, Bishkek
Moldova, Chisinau
Tajikistan, Dushanbe
Turkmenistan, Ashgabat

Section E

- Other Department of State and Government Subscriptions/Publications

☐ **YES,** enter my order as follows:

Qty.	Stock Number	Title	Price Each
	044-000-02481-1	A Guide to Doing Business with the Dept. of State	\$7.00
	044-000-02499-3	Key Officers of Foreign Service Posts, June 1998	\$5.50
	044-000-02497-7	U.S. Dept. of State Telephone Directory, March 1998	\$24.00
Total For Publications			

Qty.	List ID	Title	Price Each
	COBD	Commerce Business Daily	\$275.00
	DIPL	Diplomatic List	\$ 10.00
Total For Subscriptions			
Total Cost of Order			

Prices include regular domestic postage and handling and are subject to change. International customers please add 25%.

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512-1800**

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Electronic Services

EC/EDI Fact Sheet (The Basics)

What is Electronic Commerce (EC)?

Electronic Commerce (EC) is the paperless exchange of business information, using Electronic Data Interchange (EDI), electronic mail, electronic bulletin boards, electronic funds transfer, and other similar technologies.

What is Electronic Data Interchange (EDI)?

Electronic Data Interchange (EDI), a major part of Electronic Commerce (EC), is the computer-to-computer exchange of business data in a standardized format.

What are the major benefits of EDI?

- Increased business opportunities through wider diffusion of procurement information;
- Improved quality through improved record-keeping, fewer errors in data, reduced processing delays, less reliance on human interpretation of data, and minimized unproductive time;
- Greater competition and reduced prices;
- Savings from reduction of inventories, mailroom sorting/distribution time, elimination of lost documents, and reduction of postage and other mailing costs;
- Reduced order time; and
- Better and more up-to-date information for management decisionmaking.

What is necessary to begin using EDI?

Should you intend to become fully EDI-capable, you will need a personal computer, a modem, ANSI X12 compliant EDI translation software or access to an EDI translation service, EDI implementation conventions, and a subscription to a Value Added Network (VAN).^{*} However, should you opt not to become fully EDI-capable, it is possible for you to exchange EDI transactions with the Government through the use of services provided by Value Added Service (VAS) providers. Such services (EDI-to-Fax, for example) allow you to participate in the Government EDI-based acquisition efforts without investing in EDI-related computer hardware and software.

^{*}VAN price and services list can be found on the Internet at:

<http://www.state.gov> (there is a link to the San Antonio ECRC)

Further, you will need to secure the following unique identification numbers for your business:

- DUNS number assigned by Dun and Bradstreet, 1-800-333-0505;
- CAGE code assigned by the Defense Logistics Service Center if you intend to do business with the Department of Defense; 616-961-4955; if you currently do business with DoD, you should already have a CAGE code;
- Tax Identification Number (TIN) assigned by the Internal Revenue Service, 1-800-829-1040.

What are some sources of information on EC/EDI?

Data Interchange Standards Association (DISA), the ANSI X12 Secretariat, 703-548-7005; ANSI X12 standards-related, membership, training, and conference information. Internet World Wide Web access via <http://www.disa.org>. ANSI X12 standards published by DISA may be obtained through EDI Support Services, 1-800-334-4912.

Defense Technical Information Center (DTIC); provides full and executive summary versions of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in electronic form. Internet World Wide Web access via <http://www.dtic.dla.mil> and via anonymous ftp at [asc.dtic.dla.mil](ftp://asc.dtic.dla.mil).

DoD Electronic Commerce Information Center, 1-800-EDI-3414; EC/EDI information packet, and other information. Internet World Wide Web access via <http://www.acq.osd.mil/ec/ecic.hpg.html>.

EDI World, 305-925-5900; a monthly industry magazine that contains information on EDI industry trends, user groups, conferences and seminars, and other information. An annual subscription cost is \$29.95.

Electronic Commerce Resource Centers; contact the Electronic Commerce Information Center for further information on one in your area.

Federal Electronic Commerce Acquisition-Program Management Office (ECA-PMO), 703-681-0369; Federal implementation conventions, Streamlining Procurement Through Electronic Commerce, and other related information. Internet World Wide Web access via <http://www.gsa.gov/ecapmo.htm> and <http://snad.ncsl.nist.gov/dartg/edi/fededi.html>, and FTP access via [ds.internic.net](ftp://ds.internic.net).

FedWorld BBS, a computer Bulletin Board System (BBS), 703-321-8020; provides documents related to EDI, including Streamlining Procurement Through Electronic Commerce. Internet World Wide Web access via <http://www.fedworld.gov>.

Government Printing Office (GPO), 202-512-0132; provides the full report version of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in paper form; stock number 008-000-00643-1.

National Technical Information Service (NTIS), 703-487-4650; publishes *Federal Information Processing Standards Publication* (FIPS PUB) 161, NTIS Accession number SIPSPUB161-1, \$12.50. The Federal Government's intent to use ANSI X12 standards for EDI is documented in this standard.

Phillips Publishing International, 1-800-777-5006; publisher of *EDI Yellow Pages*, a directory of EDI products and services.

Premenos Corporation; provides ANSI X12 and UN/EDIFACT standards in electronic form. Internet World Wide Web access via <http://www.premenos.com>.

Procurement Technical Assistance Centers (PTACs); Government and privately funded organizations dedicated to helping small companies do business with the Federal Government. Call the Electronic Commerce Information Center for a list of PTACs in your area. For companies that are not currently DoD contractors, but who wish to do business with the DoD in the future, the PTACs can also serve as Government sponsors for them to obtain a CAGE code.

SBA Online, a computer Bulletin Board System, 800-697-4636; EC/EDI-related information, including EDI, A Guide to Translation Software. Internet World Wide Web access via <http://www.sbaonline.sba.gov>.

The following is a list of Centers that offer assistance to businesses interested in becoming EDI capable. Operating under DoD sponsorship, the centers serve all qualified business and government personnel. Services are provided either free or for a minimal fee.

Electronic Commerce Resources Centers (ECRCs)

Atlanta, GA	(404) 894-9514	robert.fulton@me.gatech.edu
Bremerton, WA	(206) 478-0333	wilson@ctc.com
Cleveland, OH	(800) 991-3272	kent.kemmerer@camp.org
Dayton, OH	(513) 449-6060	jhoman@cole.sinclair.edu
Fairfax, VA	(703) 691-1507	byoung@ecrc.gmu.edu
Johnstown, PA	(800) 231-2772	michalec@ctc.com
Oakland, CA	(510) 748-6850	shaw@ctc.com
Orange, TX	(409) 882-3950	pdewitt@ecrc.kbsi.com
Palestine, TX	(800) 209-2772	mikelabeau@ptxecrc.com
San Antonio, TX	(210) 732-1141	butch@saecrc.org
Scranton, NY	(800) 572-3272	linnm1@lion.uofs.edu

FAR on CD-ROM

The Federal Acquisition Regulation (FAR) on CD-ROM can be obtained from the Government Printing Office (GPO) for \$80. Updates are sent out quarterly or when changes occur. The stock number is 722-009-0000O2. Make your check, money order, or credit card payable to the Superintendent of Documents. The mailing address is U.S. GPO, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250. The telephone number is (202) 512-1800.

Foreign Affairs on the Internet

The Department of State Foreign Affairs Network (DOSFAN) is now on the Internet, providing global access to official U.S. foreign policy information—speeches, statements, and testimony by the President, Secretary of State, and other senior officials; plus Dispatch and Background Notes on countries and international organizations; congressional reports on trade practices; human rights, terrorism, narcotics control, and other subjects; daily briefing transcripts; directories of key officers at foreign service posts; travel information; and much more. Developed in collaboration with the University of Illinois at Chicago (UIC), DOSFAN is accessible on the Internet at the following site:

Department of State Web Page: <http://www.state.gov>

DOSFAN is updated daily. For more information about DOSFAN, contact: john.a.shuler@uic.edu. or by telephone at 312-996-2738.

Department of State Telephone Directory: GOPHER:dosfan.lib.uic.edu (contacts and telephone numbers).

U.S. Missions Online

To support its relations with other countries and international organizations, the United States maintains diplomatic and consular posts around the world. In most countries with which it has diplomatic relations, the U.S. maintains an embassy, which usually is located in the host country capital. The U.S. also may have consulates or consulates general in other large commercial centers or in dependencies of the country. The U.S. missions listed below may be accessed from http://www.State.gov/www/regions_missions.html

Sub-Saharan Africa (AF)

- Botswana
- Mauritius
- Zambia

East Asia and the Pacific (EAP)

- Australia
- China
 - Hong Kong (Consulate General)
- Indonesia
- Japan
 - Fukuoka (Consulate)
 - Osaka/Kobe (Consulate General)
- Malaysia
- Singapore
- Thailand

Latin America and the Caribbean (ARA)

- Barbados
- Brazil
- Chile
- Colombia
- Costa Rica
- Mexico
- Nicaragua
- Peru
- Uruguay

Mid-East and North Africa (NEA)

- Egypt
- Qatar
- United Arab Emirates

Europe and Canada (EUR)

- Austria
- Belgium
- Bulgaria
- Canada
- Croatia
- Cyprus
- Denmark
- Estonia
- Finland
- France
- Germany
 - Hamburg (Consulate General)
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Serbia-Montenegro
- Spain
- Sweden
- Switzerland
- Turkey
- United Kingdom

U.S. Missions Online, continued

South Asia (SA)

Bangladesh
Nepal

New Independent States of the former Soviet Union (S/NIS)

Azerbaijan
Georgia
Ukraine

International Organizations

U.S. Mission to the European Union (Brussels, Belgium)
U.S. Mission to the United Nations (New York, New York)
U.S. Mission to the United Nations (Geneva, Switzerland)
U.S. Mission to NATO (Brussels, Belgium)

Some Useful Internet Addresses

LAWS, REGS, AND OTHER RELATED DOCUMENTS

ACQUISITION REFORM

NETWORK (ARNET)

CBD NET

CODE OF FEDERAL REGULATIONS

COMPTROLLER GENERAL DECISIONS

DEBARRED BIDDERS LIST

DFARS

DUNS REPORT

EXECUTIVE ORDERS

FEDERAL ACQ. REGS.

FEDERAL REGISTER

FEDERAL STATISTICS AND

OTHER USEFUL INFO (OMB)

LEGISLATIVE INFORMATION

ON THE INTERNET

OMB CIRCULARS

SUPREME COURT DECISIONS

THOMAS REGISTER

UNIFORM COMMERCIAL CODE

UNITED STATES CODE

U.S. HOUSE OF REPRESENTATIVES

LAW LIBRARY

INTERNET ADDRESS

<http://www.arnet.gov>

<http://cbdnet.gpo.gov>

<http://www.law.cornell.edu/regs.html>

<http://www.gao.gov/decisions/decision.thm>

<http://www.supply.dla.mil/>

<http://www.dtic.mil/dfars/>

[http://www.dbisna.com/dbis/product/
secure.htm](http://www.dbisna.com/dbis/product/secure.htm)

[http://library.whitehouse.gov/
?request=ExecutiveOrder](http://library.whitehouse.gov/?request=ExecutiveOrder)

<http://www.gsa.gov/far/>

<http://www.govcon.com/>

http://www.fedmarket.com/far_idx.html

<http://law.house.gov/7.htm>

<http://www.fedstats.gov> (includes federal
budget)

<http://thomas.loc.gov/>

<http://www.whitehouse.gov/WH/EOP/omb>

[http://www.law.cornell.edu/supct/
supct.table.html](http://www.law.cornell.edu/supct/supct.table.html)

<http://www.thomasregister.com>

<http://law.cornell.edu/uniform/ucc.html>

<http://www.gwjapan.org/html/uscode.html>

<http://law.house.gov/1.htm>

OTHER USEFUL INFORMATION

INTERNET ADDRESS

FEDERAL AGENCY

OFFICES OF SMALL AND

DISADVANTAGED BUSINESS

GAO

GPO

GSA

Info on House of Representatives

Small Business Committee

See Section B for Internet Addresses

<http://www.gao.gov>

<http://www.gpo.gov>

<http://www.gsa.gov>

<http://www.house.gov>

OTHER USEFUL INFORMATION

INTERNATIONAL TRADE

INTERNET PROVIDERS

LIST OF DOD-CERTIFIED

VALUE-ADDED NETWORK

PROVIDERS (for FACNET)

NASA FEDERAL JUMPSTATION

NATIONAL TECHNOLOGY

TRANSFER CENTER

NCMA

SMALL BUSINESS ADMINISTRATION

U.S. AGENCY FOR

INTERNATIONAL DEV. (AID)

U.S. DEPT. OF STATE

INTERNET ADDRESS—Continued

<http://www.ita.doc.gov>

[http://www1.usa1.com~ibnet/
intorghp.html\[A/SDBU1\]](http://www1.usa1.com~ibnet/intorghp.html[A/SDBU1])

<http://thelist.com/>

<http://saecrc.org>

[http://procure.msfc.nasa.gov/fedproc/
home.html](http://procure.msfc.nasa.gov/fedproc/home.html)

<http://www.nttc.edu>

<http://www.ncmahq.org>

<http://www.sbaonline.sba.gov>

<http://www.info.usaid.gov/business/>

(public affairs info): <http://www.state.gov>.
(acq. home pg): [http://www.statebuy.inter.
net/home.htm](http://www.statebuy.inter.net/home.htm)

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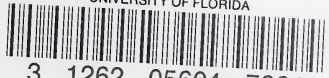


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